



NISHNAWBE-ASKI LEGAL SERVICES CORPORATION
REQUEST FOR LEAVE RECORD

Date: 10/1/22
 Name of Employee: Irene Linklater
 Position: Executive Director
 Supervisor: Board Chair

Form required 3 days in advance for Vacation, Sick (Medical), Management, Lieu Time and Other.

Start Time Off
 Date November 9, 2023 Time 0900
Return To Work
 Date November 13, 2023 Time 0900
 Number of Days _____ Number of Hours 5 hours

If sick leave – medical certificate provided Y or N? _____

Type of Leave	
Please checkmark one.	
<input type="checkbox"/> Lieu Time (L)	If L, S, M, & Other – Reason given: 5 HRS Management Day Thurs. Nov. 9th (return to office Monday Nov. 13) NAN LEGAL observes Remembrance Day on Friday Nov. 10th. and office closes at 3 pm, the day prior to Statutory weekend based on HR Policy.
<input type="checkbox"/> Sick (S)	
<input checked="" type="checkbox"/> Management	
<input type="checkbox"/> (M) Vacation (V)	

If Leave is Without Pay (Check Here)

Employee's Signature Irene Linklater
 Date October 1, 2023

Supervisor's Signature [Signature]
 Date 10/2/23

Executive Director Approval (Required for M, B Leave) _____ Date: _____